

LEGAL SUPPORT ASSISTANT I
LEGAL SUPPORT ASSISTANT II
LEGAL SUPPORT ASSISTANT III

Class No. 002782
Class No. 002783
Class No. 002784

DEFINITION:

To perform legal clerical work preparing, reviewing and processing a wide variety of legal documents, records, and correspondence according to prescribed laws and regulations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Legal Support Assistant is a specialized clerical class series allocated only to the Public Defender, the District Attorney's Office, the Alternate Public Defender's Office and the Department of Child Support.

Legal Support Assistant I: This is an entry level class. Under immediate supervision, incumbents prepare, review, and process a wide variety of legal documents and records and provide information to law enforcement officers, attorneys, and the public relating to legal records, existing or potential legal claims or complaint matters in conformance with prescribed laws and regulations. As incumbents learn the work, they are expected to work with greater independence on various legal documents within office and court time frames.

Legal Support Assistant II: This is the journey level class. Under general supervision, incumbents perform the more responsible and difficult preparation, review, and processing of legal documents, records, and reports. Legal Support Assistant II's are expected to work independently, require only periodic or routine review of work products and meet office and court deadlines.

Legal Support Assistant III: This is the lead level class. Under general supervision, incumbents handle the more complex legal clerical work and provide technical guidance and training to legal clerical staff. This class differs from the next higher class, Legal Support Supervisor I, in that the latter is first-line supervisor responsible for directing the legal clerical activities of one or more functional units.

EXAMPLES OF DUTIES :

Reviews a wide variety of legal documents pertaining to civil and criminal matters to determine accuracy, completeness and conformance with legal requirements for recording, reporting, and filing; prepares, processes, files, and distributes legal documents; determines requisite fees relating to legal document filings and requests; assists officers of the courts in the preparation and scheduling of appearances and hearings; deals with court officials, officers of the court, complainants or their representatives, and the public regarding questions that deal with claims, civil judgments, and the status of petitions, indictments, or other legal matters; maintains legal records, including the use of computerized record keeping systems; handles requests for legal information and determines appropriateness of its release; interprets legal procedures; sorts and routes mail; orders office supplies; prepares correspondence; and maintains daily activity logs.

Legal Support Assistant III:

All the duties listed above including: providing technical guidance and training to legal clerical staff pertaining to the preparation and processing of legal documents; and performs the more complex document preparation and processing.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Legal Support Assistant I
II = Legal Support Assistant II
III = Legal Support Assistant III

Knowledge of:**I II III**

G	T	T	Legal terminology and legal clerical procedures pertaining to the preparation and processing of legal documents related to civil and criminal matters.
G	T	T	General clerical office practice and procedures.
G	T	T	English usage of a business and legal nature.
G	T	T	The operation and uses of general office equipment including personal computers, word processing systems, typewriters, copiers and calculators.
G	G	G	Statistical and fiscal record keeping principles and applications.
G	G	G	Computerized data and record keeping systems.
--	G	G	County organization, policy and procedures.
--	--	G	Principles of supervision and training.

Skills and Ability to:

The following skills and abilities apply to all classes:

- Review legal documents and records for accuracy, completeness and conformance with prescribed legal requirements.
- Effectively communicate in oral and written forms.
- Use tact and courtesy in dealing with coworkers, attorneys, law enforcement officers and the general public.

Legal Support Assistant III (in addition to the above):

- Provide technical guidance and training to legal clerical staff.
- Interpret and explain complex regulations, policies and procedures.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate possession of the knowledge and/or skills stated above. Examples of such education/experience combinations are:

Legal Support Assistant I:

1. One (1) year of full time general clerical or secretarial work experience, six (6) months of which must have involved performing legal clerical duties pertaining to the processing of legal documents to include reviewing documents for accuracy, completeness and conformance with prescribed legal requirements; OR,
2. Completion of a legal administrative assistant, legal secretarial or paralegal program from a recognized community or business college.

Legal Support Assistant II:

Two (2) years of legal clerical secretarial experience, one (1) year of which must have been at the level of Legal Support Assistant I or in a comparable class processing legal documents and records relating to civil or criminal matters to include reviewing documents for accuracy, completeness and conformance with prescribed legal requirements.

Legal Support Assistant III:

One (1) year of experience performing a variety of legal clerical work at the level of Legal Support Assistant II or a comparable class.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**Certificate:**

An ORIGINAL, unaltered typing certificate (no photocopies) for at least 30 WPM with a maximum of 5 errors must be attached to the application and will be required before candidates are scheduled to compete in the selection process. The typing test must be for at least five minutes with two (2) gross words penalty for each error (in accordance with International Typing Contest Rules), and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Character:

Prior to appointment, candidates offered employment may be subject to a background investigation and may be required to take a polygraph. Convictions, depending on the type, number and recency may be disqualifying.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).